

DCSA Minutes

13th July 2005

<u>Present</u>	Katie Tanner (KT)	President
	Melanie Keene (MK)	Treasurer
	Rosienne Farrugia (RF)	Secretary/Womens
	Claudia Crovace (CC)	Ents
	Julia Parker (JP)	Ents
	Martyn Dade-Robertson (MDR)	Comms
	Patrick Boner (PB)	Sports
	Will Flynn (WF)	Council Rep
	Chris Tighe (CT)	Greens
	Su Il In (SI)	Council Rep/Interantional

<u>Apologies</u>	Caroline Scott (CS)	Admiral
	Yuri Ji (YJ)	Welfare

KT welcomed the new members, checked whether they had had their handover from their predecessors and asked all members to contact her in case they need clarification of their duties.

DCSA meetings: Take place fortnightly.
 It has been decided to set Tuesday as the day we meet.
 Meetings will be held at 7.30pm, generally in the Old Library.
 Next meeting Tuesday 26th July 2005

KT noted that the day the meetings are held is flexible but members have a duty to attend all meetings except when they have a valid reason. In these instances apologies need to be sent to the secretary.

Darwear and Garage Sale

Sale will be held on Friday 15th July between 1pm and 5pm in the common room. DCSA representatives who have volunteered to help out (KT, RF, MDR, CC and JP) should meet in the common room at 12.30pm to set up tables.

Copies of the year book will be available.

To sort out during the summer holiday in preparation of the next academic year

1) The DCSA office

MK raised the issue of getting more use out of the DCSA office. It was noted that last year a substantial number of new students approached the DCSA members on duty during freshers' week with questions regarding orientation, settling in etc. In view of this MK suggested that the DCSA office be opened for 1-2 hrs a day, every day, in the first weeks following freshers' week so that new students will know when and where to find a DCSA representative ready to answer all their questions. The DCSA office will need to be cleared out and arranged so that it would be well equipped and ready for this.

We should also look into getting a working computer set up in the office so that we would be able to use it as a proper office. Maybe storing all DCSA related documentation on said computer. This will make it easier for future DCSA members to access the files and information collated by previous members.

2) Freshers' Week

Typically held at the start of term (exact dates need to be checked).

All DCSA members will need to man the desk for 2 or 3 shifts.

Forms for requests by clubs and societies used be prepared by the treasurer and made available. Requests will then be considered when the budget is being drawn up in November.

Ents Officers' reports/requests

Long plays. CC mentioned that a number of LPs were found in the bar cellar when this was being cleaned out by the new Ents officers. These will be given away for free during the garage sale.

Brazilian night. CC and JP are busy organising a Brazilian night with the bar serving Brazilian cocktails and a 30 min Capoeira display at 10pm. Weather permitting this will be in the garden, otherwise in the common room. The troupe has asked that instead of payment we make a donation to a Brazilian charity – Task Brazil.

KT noted that as a charity ourselves we cannot donate to another charity therefore payment of £100 will be given to the troupe and then they themselves can make the donation. JP will also put up donation boxes in the bar and any money collected will be given to the same charity. MK will write out the cheque and leave it for CC. CC has to let her know to whom it should be made payable.

CC and JP need to check with bar chair (Kate Lee) that all forms and paperwork are in order for this Saturday's Brazilian night. They need also to check who and how will serve the cocktails, what they will cost and how the expenses and earning will be shared between bar com and DCSA.

New BBQ. The island needs a new BBQ set. The current one is very small, old and in bad condition. KT and MK noted that the DCSA has enough money for a new set. RF noted that a new booking system needs to be set up to avoid the BBQ being stolen, being left dirty and the island and BBQ being booked by different people for the same evening. WF suggested having cleaning instructions and cleaning materials available. KT and WF suggested a deposit system be set up. The deposit can be left with the porter and will not be returned unless the BBQ is left clean. RF noted we need to find a way to lock the BBQ securely and the key be signed out when it is booked.

KT asked JP and CC to look into what BBQ sets are available, their prices and specifications. The DCSA will then decide which one to buy. This can be a very good set, because we can afford it. (All the more reason why it will have to be secured)

KT has to determine whose responsibility it will be to check that the BBQ is left clean and properly secured before the deposit money is returned. Once responsibilities are determined, RF will draw up booking and cleaning instructions.

Open air movie screening. Ents would like to organise this in August. MDR has offered to help with projection and sound logistics. He can probably supply the projector and cables. The bar speakers and amplification system can be used as well as the DVD player from the TV room. A sheet will be used as a screen. CC and JP still need to look into the permissions needed to organise this event. More details will be presented and discussed during future meetings.

Ents budget

Typically Ents are self-funded, however, there is a budget (between £1000 - £2000) given by the DCSA. MK will see what is left of this budget which will be used as a start up fund for Ents to see them through the summer and until the next budget is drawn.

MK will put up the balance of each officer's budget on the DCSA notice board. This will include balances for all clubs and societies so members can check for themselves how their finances stand.

Comms Officer's report

Year book. MDR reports that there are still 150 CD copies of the year book available. This will be given out during the sale on Friday. The year book will also go online in the near future, very likely without the sound track.

Remaining budget. Since the year book came out as a CD and not printed, the comms budget still has about £450 left. MK to check the exact details. MDR suggested this money be used to purchase a comms related item which the DCSA can use during the year. A good quality colour printer for DCSA use is one option. Any other

suggestions are welcome. Future comms budgets will need to cover running costs of printer.

River Rat. 250 left over copies of the last issue. These will be kept back and given to new members during freshers' week.

MDR is to send a digital copy of the River Rat to Mike Hoenig to put up on the website.

Consolidating DCSA imagery. The DCSA website needs a total overhaul. The college layout and the DCSA website as an integral part of the college website will be maintained. However the layout of the website as well as the information contained therein need to be updated. All DCSA members are asked to browse around the site and send suggestions and comments to MDR who will then liase with the webmasters. The DCSA logo needs to be fixed and a high resolution version created.

Repository of student work. The computer committee is setting up a server repository where the work of Darwinians – including theses and publications – can be stored long term. Uploading facilities for photographic albums, magazines, publications etc will be set up. All information will be archived and made accessible to present and future members of Darwin.

Council Reps' report

WF reported back from the minutes of last college council meeting.

Kitchens. Kitchens will be open only for lunch between the 25th July and the 25th September.